



METROPOLITAN
TRANSPORTATION
COMMISSION

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Bill Dodd, Chair
Napa County and Cities

Scott Haggerty, Vice Chair
Alameda County

Tom Ammiano
City and County of San Francisco

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

Bob Blanchard
Sonoma County and Cities

Dean Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sue Lempert
Cities of San Mateo County

Jon Rubin
San Francisco Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spring
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Amy Worth
Cities of Contra Costa County

Ken Yeager
Santa Clara County

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Operations

Andrew Fremier
Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

ADMINISTRATION COMMITTEE

June 13, 2007

MINUTES

Attendance

Chairperson Blanchard called the meeting to order at approximately 10:08 a.m. Other Commissioners present were: Dodd, Haggerty, Ammiano, Blanchard, Chu, Cortese, Giacomini, Glover, Kinsey, Lempert, Rubin, Tissier, Yeager and Vice-Chair Bates.

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of May 9, 2007.

Contract Amendment – Design and Production Services: Finger Design Associates

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Finger Design Associates, not to exceed \$180,000, subject to FY 07-08 budget approval, to continue to serve as MTC's principal design firm during FY 2007-08, providing design and production services on the Transactions newsletter, the annual report, updates to the Citizens' Guide to MTC and the Moving Costs Funding Guide, and the 25-year Regional Transportation Plan.

Contract Amendment – Pavement Management Program Instruction (PMP) / Guidance: Texas A&M Research Foundation

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Texas A&M Research Foundation to increase the amount available for PMP Instruction and Guidance for the current fiscal year by \$33,000, for a total of \$98,000 for FY 2006-07. The contract authorizations for years 2 and 3 of the contract remain at \$75,000 and \$85,000, respectively, subject to agency budget approval.

Contract Amendment – Janitorial Services: Accent Service Company, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Accent Service Company, Inc. in an amount not to exceed \$117,000 to provide janitorial services for the MTC offices during FY 2007-08, subject to agency budget approval, with an option to renew under the original procurement for three additional remaining one-year periods at a negotiated price.

MTC/CMA Interagency Agreements for FY 2007-08 / 2008-09

The Committee authorized the Executive Director or his designee to negotiate and enter into funding agreements with the Congestion Management Agencies (or

substitute agencies) in a total amount not to exceed \$11,200,000 for a two-year period for FY 2007-08 and FY 2008-09 for the planning, programming, and transportation/land use integration efforts in each of the nine Bay Area counties.

MTC/CARB Interagency Agreement – ZEB matching funds

The Committee referred to the Commission for its approval a funding agreement with the California Air Resources Board's (CARB) in an amount not to exceed \$630,000, contingent upon the adoption of the FY 2007-08 budget, for the implementation of a regional demonstration project with AC Transit and VTA taking the lead in procuring and operating Zero Emission Bus (ZEBs) in collaboration with the other transit operators. MTC will request reimbursement from CARB when AC Transit and VTA reach specified milestones in the ZEB procurement.

MONTHLY FINANCIAL STATEMENTS

The Committee accepted in writing the following monthly financial reports for the month of April: Operating Income for April 2006; Report of Operating Expenditures for FY 2005-06 through April 2006; Report of Capital Projects for FY 2005-06 through April 2006; FY 2005-06 Contract Services Disbursement Report for April 2006. For the month of April 2006, the monthly financial report included seventeen (17) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee reviewed a comparison between budget and actual revenue and expenditures through April 2007.

INVESTMENT REPORT

The Committee accepted for information the Investment Reports for the month of April 2007.

MTC Budget Revision – FY 2006-07 (Resolution 3762, Revised) and MTC Agency Budget for FY 2007-08 (Resolution 3818)

The Committee received and recommended referral of the revised FY 2006-07 MTC Agency Budget and proposed FY2007-08 MTC Agency Budget to the Commission for approval.

MTC/ABAG Interagency Agreement for FY 2007-08

The Committee referred to the Commission for its approval a funding agreement with the Association of Bay Area Governments in an amount not to exceed \$2,314,804 to perform comprehensive planning and technical activities in FY 2007-08.

Administration Committee Meeting Minutes

Commission Vice Chair Haggerty expressed his concerns regarding the state of ABAG's budget and suggested that staff meet with Henry Gardner to review the current formula being used to determine ABAG's funding. Commissioner Cortese supported this request. Executive Director, Steve Heminger responded that staff would meet with Mr. Gardner but that this meeting likely would not be able to take place prior to the next Commission meeting. A meeting will be arranged as soon as possible to examine funding opportunities for FY 2008-09.

Caltrans / MTC Cooperative Agreement: Cost Reimbursement for Emergency Services

The Committee authorized the Executive Director or his designee to negotiate and enter into an agreement with Caltrans to initiate the reimbursement of transit agency and MTC expenses totaling \$2.8 million incurred as a result of the April 29th collapse of two freeway connectors at the Interstate 80/580/880 interchange.

BUSINESS MEETING EXPENSES

Steve Heminger, Executive Director, reported there are no anticipated expenses to report for the month of June.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 10:40 a.m. The next Committee meeting date will be on July 11, 2007 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.